

**Minutes of a Regular Meeting of the Common Council of the Town of Clarkdale
Held on Tuesday, December 8, 2009.**

A Regular Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, December 8, 2009, at 6:00 PM at Clark Memorial Clubhouse, Men's Lounge, 19 North Ninth Street, Clarkdale, Arizona.

CALL TO ORDER 6:00 PMTown Council:

Mayor Doug Von Gausig
Vice Mayor Jerry Wiley

Councilmember Patricia Williams
Councilmember Curtiss Bohall
Councilmember Richard Dehnert - Absent

Town Staff:

Town Manager Gayle Mabery
Utility Director Wayne Debrosky
Police Chief Pat Haynie
Deputy Town Clerk Walt Good

Town Clerk/Finance Director Kathy Bainbridge
Community Development Director Sherry Bailey
Public Works Admin Chris Keller

PUBLIC COMMENT – The Town Council invites the public to provide comments at this time. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes.

Ellie Bauer, Clarkdale, the 2010 Made in Clarkdale is an exceptional show this year; Ms. Bauer gave special thanks to the Town Crew for their help.

INFORMATIONAL REPORTS

MAYOR'S REPORT – A report from the Mayor on current events.

1. Mayor had lunch with Fred Shoot and Rush Borhey at which the Clarkdale Sustainability Park was discussed.
2. Mayor attended the Press Conference with City of Cottonwood Mayor Joens to sign the Boundary Agreement.
3. Mayor attended the Greater AZ Mayors group in Prescott. This group is being formed to help find ways to have more influence with the legislature on Northern Arizona issues such as transportation and water projects.
4. Mayor attended the Clarkdale Sustainability Park Vision-Mission-Goal setting meeting for the project.
5. State Representative Lucy Mason invited the Mayor to attend the Arizona Legislature Energy Caucus meeting. The Clarkdale Sustainability Park was discussed at that meeting.
6. Mayor met with the Verde River Greenway group to talk about the proposed greenway with the State Parks. Also discussed was the State Parks proposed proposition allowing individuals to voluntarily add \$14.00 to their vehicle license fee to be earmarked for State Parks. If you do contribute the vehicle would have free entry to all State Parks.
7. Mayor made Clarkdale Sustainability Park presentation to Salt River Materials Group.

8. Mayor attended the Verde Valley Intergovernmental meeting and made a Clarkdale Sustainability Park presentation.
9. Mayor attended the Yavapai County Superior Court dedication in Camp Verde.
10. Mayor made Clarkdale Sustainability Park presentation to the National Park Service, Arizona Game and Fish, and State Park.
11. Mayor made Clarkdale Sustainability Park presentation to the Sedona Council.
12. Mayor made Clarkdale Sustainability Park presentation to the Jerome Council.
13. Mayor made Clarkdale Sustainability Park presentation to the Verde Valley Regional Economic Organization group. VVREO will be having a half day session at the Yavapai College Verde Campus on January 18, 2010 in hopes of increasing community awareness of VVREO.
14. Mayor took portraits of the Clarkdale Fire District fireman.
15. Mayor met with Margret Bowman of the Walton Foundation to discuss the Verde River and what the foundation can do to help preserve the Verde River. Also discussed were the Clarkdale Sustainability Park and the possibility of the Walton Foundation being involved in the project. Mayor thanked the Main Street Café for opening up early for the breakfast and the special menu they prepared.
16. Mayor attended the Natural Resource Committee meeting which is the Verde Valley members of WAC. The group ranked the methods for water conservation that they had discussed; first was tiered water rates, second landscape ordinances, and third was system efficiencies. Clarkdale has already enacted the top three.
17. Mayor met with Chris Hoy, Citizens Water Advisory Group in Prescott, discussed was the Verde River Basin Partnership and the novel based in Clarkdale Mr. Hoy is writing.
18. Mayor had lunch with Steve Brown, former Clarkdale Community Development Director.

TOWN MANAGER'S REPORT – A report from the Town Manager on current events

1. Town Manager Mabery attended the investiture of Kenton Jones as the newest Yavapai County Superior Court Judge.
2. Town Manager Mabery informed Council:
 - A. The Town will be closed from 11:30 to 12:30 on December 17 to allow all Town Employees to attend an Employee Holiday Pot Luck; and
 - B. The Town will also close on December 24 at 3:00 PM; and
 - C. The December Council Special Meeting has been cancelled. Next scheduled meeting is January 12, 2010.
3. The Town of Clarkdale will have a Workshop Presentation to the Public on the Clarkdale Sustainability Park on Monday, December 14, 2009 at 6:00 PM in the Men's Lounge. The plan is to have monthly public informational workshops at various times and dates to allow the public to come and speak on the project.

CAT – A report regarding the Cottonwood Area Transit – Councilmember Williams reported, no meeting was held.

COCOPAI – A report regarding the Coconino Yavapai Resource Conservation District – Councilmember Williams reported that she had handed out the draft minutes for the November 16 meeting.

VVLPI – A report regarding the Verde Valley Land Preservation Institute – Councilmember Williams reported that she had handed out the draft minutes for the November 9th meeting.

NACOG - A report regarding the Northern Arizona Council of Governments – Vice Mayor Wiley

reported that the Executive Committee retreat will meet next week in Winslow.

VVTPO – Report regarding the Verde Valley Transportation Planning Organization & other transportation affiliations – Councilmember Bohall reported no meeting until January.

NAMWUA - A report regarding the Northern Arizona Municipal Water Users Association – Mayor Von Gausig attended an executive committee meeting.

VRBP – A report regarding the Verde River Basin Partnership – Mayor Von Gausig attended meeting in Jerome, discussed how to get federal funding using grass roots methods. There was also a discussion suggesting that the members would request \$100.00 from each member organization so that VRBP could get website and other basic items. This item will be brought to Council in January.

WAC - A report regarding the Yavapai County Water Advisory Committee – Mayor met in the Yavapai County Board of Supervisors meeting room to video conference with Prescott, discussed was the Central Yavapai Water Resource Study. Mayor has forwarded the study information to the Council.

CONSENT AGENDA - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

- A. **Approval of Minutes of the Common Council** - Approval of the minutes of the Regular Meeting held 11/10/09 and the Special Meeting held 11/03/09 & 11/14/09
- B. **Claims** - List of specific expenditures made by the Town during the previous month. November Check Log and PPE 11/07/09 & 11/21/09
- C. **Board and Commission Minutes** – Acknowledgement of receipt of minutes and draft minutes of the previous month’s Board and Commission Meetings.
 - Board of Adjustments minutes of the meeting held 11/18/09
 - Design Review Board minutes of the meeting held 11/11/09 (canceled), 11/12/09
 - Heritage Conservancy Board minutes of the meeting held 11/18/09
 - General Plan Update Committee minutes of the meeting held 11/16/09, 11/19/09
 - Library Advisory Board minutes of the meeting held 11/5/09 (canceled)
 - Parks and Recreation Board minutes of the meeting held 11/11/09 (canceled)
 - Planning Commission minutes of the meeting held 11/19/09, 11/19/09, 11/26/09 (canceled)
- D. **Reports** - Approval of written Reports from Town Departments and Other Agencies
 - Building Permit Report – October 2009
 - Capital Improvements Report - October 2009
 - Magistrate Court Report – October 2009
 - Police Department Report – October 2009
 - Water and Wastewater Report – October 2009
 - Clarkdale Fire District Report and Mutual Aid Responses Report – October 2009
 - Cottonwood Area Transit (CAT) Operations Report – September 2009
 - Verde Valley Humane Society – October 2009

Vice Mayor Wiley pulled Consent Item D for discussion.

Vice Mayor Wiley moved to accept the Consent Agenda Items A, B, and C. Motion seconded by Councilmember Bohall. Motion approved unanimously.

Vice Mayor Wiley had questions about the Clarkdale Fire District “Fire Hydrant – Out of Service” report. He asked about the status of the “Out of Service” fire hydrants, and do any of the “Out of Service” hydrants present any problem of safety to the Town of Clarkdale. Utility Director Debrosky stated that the “Out of Service” fire hydrants were put into a priority grouping. Hydrants that presented a higher risk were marked priority #1, most of which have been replaced. Priority #2 hydrants are fire hydrants that have an alternate water source in close vicinity. The priority #3 hydrants are hydrants that would be removed from service because they were no longer needed for fire protection service. Utility Director Debrosky informed Council that the Town is working on the list and anticipates having them all repaired within six months. Vice Mayor Wiley asked what the cost was on a new hydrant. Utility Director Debrosky replied that a new hydrant is \$1,625.00, but the valves needed to isolate the hydrant and fittings required could make the replacement cost up to \$2,000.00.

Vice Mayor Wiley moved to accept the Consent Agenda item D. Motion seconded by Councilmember Bohall. Motion approved unanimously.

NEW BUSINESS

PUBLIC HEARING FOR CDBG PROJECTS – Public Hearing to receive input regarding the use of FY10 federal Community Development Block Grant (CDBG) funds.

Public Works Director Steve Burroughs introduced Isabel Rollins, NACOG, to give a basic overview of the CDBG program and process.

Ms. Rollins informed Council that the CDBG is a US Housing and Development - Small Cities Program for housing and community development activities in rural Arizona. The Arizona Department of Housing administers the program through the rural COG’s (Council of Governments) for planning and technical support. CDBG can fund a variety of projects, but to be eligible for funding, the project must meet one of three national objectives:

- At least 51% of persons benefiting from project must be low to moderate income; or
- The project must aid in the prevention of slums or blight; or
- The project must solve an urgent need health hazard.

Ms. Rollins stated that the majority of projects submitted fall into the first category. It is also noted that there are certain designated target populations that are automatically qualified without having to prove the low to moderate income eligibility, these include; elderly, adults with severe disability, persons who are homeless, abused children, battered spouses, person who are illiterate, persons living with Aids, and migrant farm workers.

The Arizona Department of Housing allocates funds to the four rural COGs using a poverty population formula. Then NACOG distributes to the four Northern Arizona Counties of Apache, Navajo, Coconino and Yavapai using a poverty population formula. Then there is a four year rotation for each incorporated city and town so that they each have a turn at funding. The funding

estimate for 2010 for the state will be about \$10,000,000.00. NACOG will get about \$2,200,000.00 of that, and that trickles down to approximately \$380,000.00, for the Town of Clarkdale. These numbers are estimates based on last year's figures; NACOG will not know exact numbers until around March 2010 when budgets get completed. Fifteen percent of the state funds received are reserved for a competitive bid process in February; all communities can request funds with a maximum request of \$379,294.00.

Types of projects that can be funded vary and fall into different categories as long as they qualify under the following eligibility guidelines:

- 1) Public works and safety projects (e.g., water, wastewater, street improvements, fire protection);
- 2) Community (e.g., support of housing, disability ADA projects, parks, playgrounds, senior or youth centers, health clinics, libraries);
- 3) Housing (e.g., owner occupied or multi-family rehab, utility connections on private property, new housing constructed by a non-profit);
- 4) Public services (e.g., paying the salary of an additional staff person to expand a Head Start program, counseling programs, childcare programs, purchasing a van to transport persons with disabilities, equipment and rent to start a new job training program);
- 5) Economic development (e.g., a loan to a business for job creation, micro-enterprise development, acquisition of land for an existing business expansion);
- 6) Neighborhood revitalization/redevelopment (e.g., malls, walkways, historic preservation, clearance or demolition, planning).

Ms. Rollins informed Council that a portion of the grant should be set aside for administration. The CDBG is a very administrative heavy grant that will require a lot of administration time doing paperwork associated with the grant. Up to eighteen percent (18%) can be included for administration of the grant. If the administration costs not used they can be transferred to the project but project allocated funds cannot be used for administration.

Some previously funded Clarkdale projects are; street improvements, sewer line replacement, fire equipment and facilities, wastewater system improvements, disability improvements, freezer for the Verde Valley Senior Center, and curbs drainage and sidewalks.

The schedule for project submittal, consideration and selection; if people outside the Town staff are going to submit projects for consideration, Public Works Admin Assistant Chris Keller has a form that can be filled out to give the basic project information and they are due to Ms. Keller by December 17, 2009. If projects require other funds those funds should be verified by December 31, 2009. NACOG expects the communities to make their project selections by January 2010, pass the final resolution in January or February, and send with the application. March 19, 2010 applications are due to NACOG and on April 22, 2010 the regional council will approve the applications. May 28, 2010 they will go to the AZ Department of Housing for a long review process, with earliest possible notification of project approval by September or October 2010. Before funds are available, environmental reviews have to be completed. Funds will not be released until late 2010 or early 2011.

The Town Council has the final authority and responsibility to accept the project that best fits the community's housing and development needs. The Town cannot apply for projects that are not

brought up at a Public Hearing. The Town Council has the opportunity to identify community needs voiced at the Public Hearing by the public and staff discussing possible projects for funding.

Town Manager Mabery questioned if the items in the Council packet had to be read into the minutes and Ms. Rollins replied that they did, and that she would remain and be available for any questions during the Public Hearing.

Public Works Director Steve Burroughs read the list of staff identified projects into the record:

Public Works Projects

<u>Project Type</u>	<u>Location</u>
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Roads

- Resurface / Pavement Rincon Dr, Hopi Dr, River Rat Rd, Rio Ln, Vista Ln, (New pavement, curbs, gutters, & chip seal existing)

Vice Mayor Wiley asked if the project would fit within the estimated grant amount, Public Works Director Steve Burroughs replied that it would, the area is not a large area but is an area that has been overlooked for years.

- Resurface (chip seal) Centerville neighborhood area
- New Road Construction Connector road access out of the Centerville area from Calle Carrillo to Mingus Shadows Dr. to provide a back access for safety, police and fire, and right –of-way acquisition.

Mayor Von Gausig asked if we had any right–of-way in that area. Public Works Director Burroughs replied that the Town does not at this time. Councilmember Williams asked if the neighbors in these areas have been informed about this possibility, Public Works Director Burroughs replied no formal notifications have been made. Town Manager Mabery stated that if the project was selected the Town would have to have quite a bit of public input on the project.

Town Manager Mabery stated that right-of-way acquisition would need to be added to the list for the Centerville connector road access project.

Trails

- Reconstruct / Rebuild Trestle Bridge & Benatz Trail Reconstruct surface, rebuild “Burnt out” trestle, Continue trail to Broadway Road, along the Patio Park Area

Bridge

- Bridge Reconstruction One Lane / Bitter Creek (restoring the bridge, reconstruct lighting on bridge, add stop light, both ends)

Public Works Director Burroughs informed Council that the one lane bridge could become the site of Clarkdale’s first stop light that would allow traffic to safely cross in both directions.

Lighting

- Street Lighting / Solar Broadway Rd. / Patio Park to Lower Town

Public Works Director Burroughs informed Council that it is dark along Broadway past the bridge down to Patio Park creating a safety issue for pedestrians and children going to and from school in the dark.

- Sidewalks / Curb / Gutter Broadway Rd. / Patio Park to Lower Town

Address ADA Issues

- Town Buildings Fisher House, Town Complex, Build Street intersection Crosswalks (Town Wide), Park ADA deficiencies Centerville, Main Street & Caballero parks

Public Works Director Burroughs informed Council about the need to bring Town buildings up to ADA requirements as well as some intersections and three parks.

Parks

- Rebuild / Refurbish Caballero Park Play surface (Artificial Grass), Play Equipment, Fencing, Parking, and Lighting

Utility Projects***Waste Water***

- Connections Loan/Grant Program Mingus Shadows Area Residential connections to existing line

Town Manager Mabery stated that the Town has utilized a loan and grant programs before, and would like both the Waste Water and Water to read Loan/Grant so that residents could qualify for sewer and water hookup assistance. Level of income would determine the amount of the loan/grant. Town Manager Mabery stated that when the Town did the sewer collector line in Centerville there was a loan/grant program to assist residents in covering the hookup expenses.

Water

- Service Lines Loan/Grant Program Lower Clarkdale Water line replacement area

Public Works Director Burroughs informed Council that the Lower Clarkdale Water Line replacement project could require some residents to improve or replace their water service lines because service connections are as old as the feeder lines the Town is replacing. Town Manager Mabery informed Council that the service lines are the responsibility of the homeowner but replacement of the water lines could have an impact on the services lines of residents. This could provide an opportunity for the Town to make a program available to residents to assist them in replacing service lines.

Studies***Clarkdale Sustainability Park***

- Planning Grant Feasibility Study for CSP

Mayor Von Gausig opened the Public Hearing for input.

Jerry Brown, Clarkdale, has a concern about using this type of funds for the Clarkdale Sustainability Park .With today's economic times and tightness of budgets these funds are better used to address infrastructure issues. The fire hydrant issue is a good example of infrastructure that is in need of service. Mayor Von Gausig asked Mr. Brown then for clarification that he would like these funds to be spent on Town Capitol Projects.

- Fire hydrants

Laura Jones, Clarkdale, agreed that these funds should not be used on the Clarkdale Sustainability Park Feasibility Study. This is money that should be used to help us with issues in the town like the fire hydrant replacement, homeowners' assistance winterizing their homes, and the swimming pool.

- Fire hydrants
- Homeowners' assistance winterizing homes
- Swimming pool

Charles Sievard, Clarkdale, with the type of Capital Projects needed and identified by the Town Mr. Sievard felt that the Clarkdale Sustainability Park Feasibility Study should not be funded. Capital Projects like the fire hydrants and the pool would do a greater good for more residents.

- Fire hydrants
- Swimming pool

Robyn Prud'homme Bauer, Clarkdale, hopes that as the Council looks at these projects, look at those projects with the most need in the community. Patio Park and Lower Clarkdale have items with issues of safety such as street lighting and sidewalks where there are a lot of children and pedestrians. Ms. Prud'homme Bauer would like to see this as number one on the Council's list. Capital Infrastructure projects in areas that the Town has neglected.

- Street lights and sidewalks Patio Park

Ellie Bauer, Clarkdale, asked Public Works Director Burroughs how many of these projects would \$300,000 cover. Public Works Director Burroughs replied depending on the project one or two at the most. Town Manager Mabery responded that specific dollar amounts have not been set to these projects at this point of the process, but Public Works Director Burroughs is correct on the estimate of projects that could be funded. As the NACOG representative stated these CDBG projects take a lot of administration cost and you have to meet federal guidelines on construction, so realistically one or two projects could be funded. Ms. Bauer would like to see the street lighting and the park in Patio Park to be the first items on the Council's list.

- Street lighting Patio Park
- Caballero Park rebuilt

With no further public comments, Mayor Von Gausig closed the Public Hearing.

The Council will probably be discussing these items further at the Regular Meeting in January and the Mayor welcomed everyone to that discussion.

Mayor Von Gausig thanked Isabel Rollins, NACOG, for attending and providing the information on the CDBG grant program.

REPORT ON TEA-21 GRANT APPLICATIONS FOR CLARKDALE PARKWAY ENHANCEMENT AND FOR HWY 89A SIDEWALK ENHANCEMENT– Report on the TEA 21 Grant Applications for Clarkdale Parkway Enhancement and Hwy 89A Sidewalk Enhancement.

Public Works Director Burroughs informed Council that the TEA 21 Grant for Clarkdale Parkway Enhancement Project and the Hwy 89A Sidewalk Enhancement Project submitted in July and Public Works Director Burroughs has received notification that the Town is to be awarded funding on both projects. Town Manager Mabery clarified that the ADOT Board has approved the projects and the Town will be receiving a letter from ADOT confirming that the grants were awarded. The nice thing about the Hwy 89A project is that ADOT is responsible for the 5.7% matching funds and they will administer that project because it is a state highway. For the Clarkdale Parkway Enhancement project, the Town of Clarkdale will administer and be responsible for the 5.7% matching funds. The Town has three years to complete the projects.

Councilmember Williams inquired what the amounts of the two grants were. Public Works Director Burroughs replied that the Clarkdale Parkway Project is \$496,000 so Town of Clarkdale portion would be about \$25,000. The Hwy 89A project amount is \$443,000 and ADOT has the match on that project. Public Works Director Burroughs will attend a workshop in January for the first portion of the administration of the grant. The Clarkdale Parkway Enhancement project includes a pedestrian walkway on the South side and increasing the roadway by two feet for bike lanes on both sides.

Benches and trash receptacles will be added to Clarkdale Parkway and in the future this will be utilized as a CAT bus stop.

Vice Mayor Wiley asked if there was a possibility of CAT benches along the Hwy 89A project. Public Works Director Burroughs replied that was a state highway and permission has to be received to stop on a state highway. ADOT has contacted Public Works Director Burroughs and advised him that the state has funds that need to be allocated by June 2010. Public Works Director Burroughs and Tim Costello, City of Cottonwood Public Works, both have been working with ADOT to get sidewalks from Clarkdale to Cottonwood on Hwy 89A. Public Works Director Burroughs is proposing to ADOT to combine the grant funds awarded to the Town with the State's funds and proposes the Clarkdale Portion be a 10 foot wide multi pathway so that pedestrians and bicycles can both utilize the pathway from Cement Plant Roundabout to the Lincoln Drive roundabout. Town Manager Mabery asked if ADOT is not able to do a 10 foot multi pathway all the way to Cottonwood, we suggest that they design the right-of-way to handle that in the future. Public Works Director Burroughs replied that ADOT did provide a 9 foot shoulders along Hwy 89A during the 89A widening project, but some areas that drop off at washes will be difficult for 10', which could propose challenges further down 89A towards Scenic Dr.

Council thanked Public Works Director Burroughs for his work on getting these grants and Public Works Director Burroughs thanked his staff of Chris Keller and Dennis Inman for their invaluable assistance.

FUTURE AGENDA ITEMS - Listing of items to be placed on a future council agenda

None

EXECUTIVE SESSION - TOWN MANAGER EVALUATION - The Council may vote to discuss the following matters in executive session pursuant to A.R.S. § 38-431.03 regarding the evaluation of the Town Manager.

Without opposition, the Council recessed to Executive Session at 7:15 PM.

A.R.S. § 38-431.03(A) (1) - Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting.

Council reconvened the Regular Council Meeting at 7:44 PM

ADJOURNMENT 7:45 PM

APPROVED:

Doug Von Gausig, Mayor

ATTESTED:

Kathy Bainbridge, Town Clerk

SUBMITTED:

Walt Good, Deputy Town Clerk